Roles	Inputs	Outputs	Events	Data	Constraints

• **Potential Bidders**
• Bidders
• Contractors
• Payees
  – US vendors
  – Foreign vendors
• IRS (TIN/name validation, 1099 reporting)
• OFM
• GA/WEBS
• DSHS (Provider service managers)
• Agency managers (program, fiscal, project and grant)
• Vendor's Bank
• Employees
• **OMWBE**
• Subcontractors
	• Vendor registration form
	• W-9 form
		• New vendor records
		• Updated vendor records
			WEBS
			• Collect vendor profile information
			• Collect additional contact information
			• Collect commodity code(s)
			• Collect geographic locations **(by county)**
			• Attempt to contact vendor
			• Email vendors requesting validation & updates
			• Collect vendor updates
			AFRS –Statewide
			• Search for vendor record
			• Add statewide vendor registration and W-9 data
			• Enter business location information
			• Enter bank account & process pre-note
			AFRS - Agency
			• Search for vendor record
			• Update vendor registration
			• Refer vendor to statewide vendor forms
			• Request W-9
			• Request W-8
			• Add agency vendor record
			• Add tax information
				Vendor Profile
				• Company name
				• Tax ID number
				• W-9 indicator
				• Pay locations
				• Pay contacts
				• Pay method
				• Bank account
				
				Specific to WEBS
				• Account Administrator
				• Corporate location
				• Corporate contact
				• Minority and women status
				• **Vendor in Good Standing (VIGS)**
				• Bid locations
				• Bid contacts
				• Branch locations
				• Additional users
				• Commodity Codes
				• Geographic designations
					• **Revised Code of Washington (RCWs)**
					• State Accounting policy (SAAM)
					• Internal Revenue Service (IRS) regulations
					• Washington Administrative Code (WAC)
					• Agency polices
					• Internal controls

Note: **Bold** text indicates updates to the components from previous focus group session